

PENTAGON RENOVATION PROGRAM

No. 01-03
(Supercedes PMP# 99-31)

PENREN ORGANIZATIONAL FUND CONSTITUTION AND BYLAWS

Policy OPR: Resource Management Group

1.0 Constitution.

1.1 Name and authority. The name of the fund will be the “PENREN Organizational Fund”, hereinafter called the “fund”. It is constituted, established, and operated as a financially self-sustaining, non-governmental activity by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the government. The purpose of this fund is to enhance the morale and welfare of the Pentagon Renovation Team.

1.2 Objective. The objective of the fund is to establish and maintain a fund, which will provide sufficient revenue for the purchase of bereavement cards and flowers in the case of a death of a staff member or his immediate family, flowers for hospitalized PENREN employees and other special occasions. The fund may also be a repository and disbursing mechanism for funds used for holiday parties, picnics and other appropriate organizational social functions.

1.3 Membership.

- a. All persons assigned to **PENREN**, government or non-government, may become members of the fund and will have the right to hold office and attend council meetings.
- b. Council membership will be composed of a volunteer from each Group.

1.4 Council. The council will have a chairman, a secretary, and a treasurer who will be elected by the membership at the first meeting. These three individuals will be signatories of the fund bank account. Meetings will be held twice a year or as necessary. Decisions will be made by a majority of the council members in attendance at any particular meeting. The council will ensure that records and property of the fund are properly maintained, and that, as a minimum, a biyearly accounting of income, outgo, and balance is posted as information to the entire membership.

2.0 Bylaws.

2.1 Authorized income.

- a. Annual donation/fee of \$5.00 per member;
- b. Fundraising events may be held periodically;
- c. Members may make gifts to the fund.

2.2. Dissolution. The fund may be dissolved by a majority vote of the council membership, or by action of the PENREN Program Manager. Upon dissolution, assets of the fund will be utilized to satisfy any debts owed by the fund. The remainder will be used to fund a party or will be given to a charity designated by the Council.

This policy is effective immediately. It will remain in effect until modified or rescinded. It supercedes Program Manager's Policy (PMP) # 99-31.


Walker Lee Evey
Program Manager